
Changes in Case Writeup Format/Content (effective FY 2005)

Chapter numbers refer to Part I (Case Writeup Preparation) of Manual 431.3-ARS.

General Guidance (Chapter 2)

- Do not modify, omit, or add section headings or subheadings to the format.
- Each format element must be included in the case writeup.
 - If there is nothing to report under an element, enter “None.”
- **Typing Specifications.** Case writeups must:
 - be typed single-spaced,
 - be typed with a minimum font size of Times New Roman 12 cpi or equivalent,
 - have minimum of 1” margin on all sides, and,
 - adhere to length specified for individual elements and subelements.

Caution: No entry at variance with prescribed format will be accepted. Noncompliant writeups will not be accepted by the Area Office.

[no cover or title page on writeup]

Note: Factors I through III-B of the writeup constitute the official position description, and **must not exceed three (3) single-spaced pages** in length. They describe the position’s **current** characteristics, i.e., over the next 3-4 years.

Factor I: Research Assignment (Chapter 3)

- Element A: Assigned Responsibility
 - Identify specific National Program(s) supported
 - If assignment is new, give month and year, i.e., “(since November 2003)”
 - do not use for first review after joining ARS
- Element B: Research Objectives and Methodology [no change]
- Element C: Expected Results [no change]
- Element D: Knowledge Required
 - Limit to a **brief** list of specific, directly applicable disciplines and skills needed to perform the **current** research assignment.
- Element E: Supervisory Responsibilities [no change]

Factor II: Supervision Received (Chapter 4) [no change]

- Element A: Assigned Authority
- Element B: Technical Guidance Received
- Element C: Review of Results
- Element D: General Supervision

Factor III: Guidelines and Originality (Chapter 5)

- Element A: Available Literature [no change]
- Element B: Originality Required [no change]

Note: Start Element III-C on a **new** page

- Element C: Demonstrated Originality
 - A single paragraph **not to exceed ½ page**
 - Describe originality and creativity considered the best evidence of originality related to the **current** assignment
 - Some specific accomplishments should be cited, but **do not** restate details of accomplishments described under Factor IV.

Note: Needless detail, verbosity, and reiteration of Demonstrated Accomplishments will not strengthen the case.

Factor IV: Qualification and Contributions (Chapter 6)

Note: Under each subelement, include only **relevant** information and select **limited numbers of entries** considered the most significant over incumbent's entire career.

- Optional opening career summary paragraph
 - Limited to **no more than 1/3 page**
 - **Do not** repeat information from Demonstrated Originality (III-C)
- Element A: Demonstrated Accomplishments
 - Each accomplishment statement **must not exceed ½ page in length**
 - Must be written using accomplishment/role/impact **subheadings**
 - **Maximum of 2 exhibits** per accomplishment
 - **Maximum of 3 supporting statements can be bundled** with AD memo (and thereby counted as a single exhibit)
- Additional Accomplishments
 - Remains optional
 - Same format as Demonstrated Accomplishments

- **Must not exceed ½ page in length**
 - Limited to **a maximum of 2 entries**
 - Must illustrate impact **equal** to that of the Demonstrated Accomplishments
 - Exhibits not permitted
- Element B: Stature and Recognition [Note “Impact” deleted from element title]
- Begin each subelement with a summary sentence citing total numbers in each entry, followed by a bullet listing of no more than the specified number of those considered most significant **from all sources** over the incumbent's career.
 - Alternatively, provide only bullet list if total number doesn’t exceed stated maximum.
 - 1. Honors and Awards - list not more than the **20** most significant

Example: “Have received 26 formal honors and awards, of which the following are the most significant:”

Note: Do **not** list performance awards, including Certificates of Merit for employee performance recognition.
 - 2. Special Invitations - list not more than the **20** most significant
 - 3. Offices and Committee Assignments in Professional and Honorary Societies - list not more than the **20** most significant
 - 4. Participation in Professional Meetings, Technical Conferences, Workshops, etc. List each specific society separately, state years of membership, total number of meetings attended at all echelons, and total number of presentations made; **do not** list presentation titles. Examples:

Entomological Society of America (1992-present). Attended 10 meetings and made 6 presentations.

Soil Science Society of America (1995-2001). Attended 12 meetings and made 7 presentations.

Crop Science Society of America (non-member) (1998-2002). Attended 2 meetings and made 2 presentations.

Environmental Protection Agency Atmospheric Contaminant Workshops (1992-1999). Attended 5 meetings and made 3 presentations.

Note: Cite significant *invited* presentations under Special Invitations.

- Element C: Advisory and Consultant Activities
 - Begin each subelement with a summary sentence citing total numbers in each entry, followed by a bullet listing of no more than the specified number of those considered most significant **from all sources** over the incumbent's career.
 - Alternatively, provide only bullet list if total number doesn't exceed stated maximum.
 - 1. Professional Advisory and Consulting Activities - list not more than the **20** most significant
 - 2. Special Assignments - list not more than the **20** most significant
- Element D: Other
 - 1. Educational Background [no change]
 - 2. Research Experience [no change]
 - 3. Other Significant Information
 - List a **maximum of 10** significant items pertinent to scientific career not addressed elsewhere in the writeup.
 - **No entry may exceed 1/3 page.**
 - List only materials **actually submitted for journal review but not yet accepted.**
 - Do **not** list materials in other stages of preparation.
 - State total number of funded grants, CRADA's, and cooperative research agreements over the incumbent's career, followed by a bullet listing of **not more than the 20** most significant.
 - Do **not** list proposals.
- Element E: Publications
 - Peer Reviewed Journal Publications
 - List here only original research that has been published following accepted standards for anonymous peer review prior to publication.
 - Other Publications
 - List here all other work not meeting the above definition.
 - Number publications sequentially throughout the list. Do **not** start renumbering under the "Other Publications" heading.
 - For multi-author documents, **bold** incumbent's name and *italicize* the names of graduate students, postdoctoral associates, or visiting scientists supervised.
 - For guidance on **electronic publications**, see the definition in P&P 151.1-ARS, Publishing (Print and Electronic).
 - Inclusion of abstracts or abstracts list is **not permitted**.

ARS Form 514, Research Position Evaluation Case Writeup (Cover Sheet)

- Enter scientist's name, title, **present** series and grade, research unit, duty station, immediate supervisor's name and working title, peer group (**use only current alpha code** shown in P&P 431.3-ARS), and date case writeup is signed.
- Employee, immediate supervisor, and AD sign the form; intermediate supervisor(s) may initial.

ARS Form 570, Indepth Reviewer Contact Sheet

- Designate (by number) which accomplishment(s) from Factor IV-A each contact is knowledgeable about.
- If the contact is a general (multi-accomplishment or career long) contact, enter the word "General" rather than accomplishment number(s).
- **Be sure to include your immediate supervisor.**
- Ensure the telephone number and e-mail address for each contact are **current**.

For required submission media and procedures, see "Case Writeup Review, Approval, and Submission Procedures (effective FY 2005)"

(RPE Staff 8/18/04)